

DD/SGT-908-76

20 February 1976

MEMORANDUM FOR: Associate Deputy Director for Administration  
Associate Deputy Director for Intelligence  
Associate Deputy Director for Operations  
SUBJECT: Coordination of RD&E Program

1. As you know, we have been in the process of establishing mechanisms aimed at improving Agency R&D coordination procedures in response to the Director's memo, "Financial Guidance for 1976, the Transition Quarter, and 1977," dated 14 August 1975. OS 5712
2. Details have been discussed with appropriate members of your Directorate, but in summary, we propose that the coordination be accomplished for the upcoming FY-1978 Program submission and review as described below and on the schedule shown on the attached chart. Faced with the need to prepare the FY-77 program and the FY-78 budget, the development of an actual plan which could be discussed with our more critical customers and actually implemented on a trial basis seemed the best approach to the problem of developing new procedures to ensure the participation of all directorates in formulating the R&D program. The sequence of events would run about as follows:

a. Program Review

(1) January -- The details of our proposed RD&E effort for the budget and program year will be discussed with personnel of your Directorate. Data generally will be in the form of draft R&D Notebook sheets. (You have been provided with FY-76 Notebook material covering R&D activities related to your individual directorates for illustrative purposes.) This will be supplemented with working group meetings and in some cases exchange of memoranda as well. Hopefully, your requirements and any proposed solutions you may have will be discussed at these working level exchanges.

(2) February -- The informal exchanges continue and an RD&E program is jointly generated and prioritized for each Directorate.

OS 60834

(3) March -- Each S&T Office will submit a proposed program to me reflecting priorities based on the above exchange of information. The programs to be reviewed cover FY-77 and FY-78.

(4) April -- Your comments will be solicited and the proposed programs will be adjusted within this Directorate to conform with the latest fiscal guidelines and budget restraints.

(5) July -- We will apprise you of the results of the DCI/Comptroller review of program submission as they relate to your Directorate plus any other pertinent reprogramming actions.

b. Budget Review

(1) December -- We will provide you with the results of OMB budget review plus any pertinent reprogramming.

(2) September -- This same information would be provided after Congress has taken action on the Agency's budget.

c. Current Year

(1) October through September -- We will inform and consult with you as any significant reprogramming within the operating program occurs.

3. Concurrent with the above procedure, I look forward to receiving statements, early in the calendar year, about new capabilities that you would consider most worthwhile having three to five years from now. The statements may concern a specific desired capability; an area where additional research and development would appear to be productive; or trends in certain areas that you foresee as potential problems. In order that we focus on the most critical objectives, I suggest you limit your statements to those of high priority.

4. To facilitate this process, detailed descriptions of the RD&E Program will be utilized similar to the notebooks you now have on the 1978 program.

5. I suggest that we meet fairly soon to discuss this approach and make any modifications which you think are required.



25X1

SAYRE STEVENS  
Associate Deputy Director  
for  
Science and Technology

Attachment:  
As Stated

cc: Comptroller  
Chief, R&D Planning Staff

SCHEDULE  
FOR  
RD&E PROGRAM COORDINATION

J , F , M , A , M , J , J , A

Memos/Working Groups

RD&E Office (OD&E, OEL,  
ORD, OTS) Proposed Program

S&T Review

Customer Directorate Comments

RD&E Program Submission to O/Comptroller

Notification to Customer Directorates

**SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM**

**UNCLASSIFIED**      **CONFIDENTIAL**      **SECRET**

**OFFICIAL ROUTING SLIP**

| TO          | NAME AND ADDRESS                     | DATE           | INITIALS |
|-------------|--------------------------------------|----------------|----------|
| 1           | Director of Security<br>4E-60, Hdqs. |                |          |
| 2           |                                      |                |          |
| 3           |                                      |                |          |
| 4           |                                      |                |          |
| 5           |                                      |                |          |
| 6           |                                      |                |          |
| ACTION      | DIRECT REPLY                         | PREPARE REPLY  |          |
| APPROVAL    | DISPATCH                             | RECOMMENDATION |          |
| COMMENT     | FILE                                 | RETURN         |          |
| CONCURRENCE | INFORMATION                          | SIGNATURE      |          |

**Remarks:**

SUBJECT: Coordination of RD&E Program

You have been sent copies of the DDS&T RD&E Program project descriptions. Mr. McMahon will be meeting with the A/DDS&T to discuss the coordinating process described in the attached memo. We are soliciting your comments and suggestions regarding this endeavor. Please respond by COB 1 March 76.

**FOLD HERE TO RETURN TO SENDER**

**FROM:** NAME, ADDRESS AND PHONE NO. **DATE**

25x1

AR-DD/A

DATE

**UNCLASSIFIED**

**CONFIDENTIAL**

• 13 •

25X1